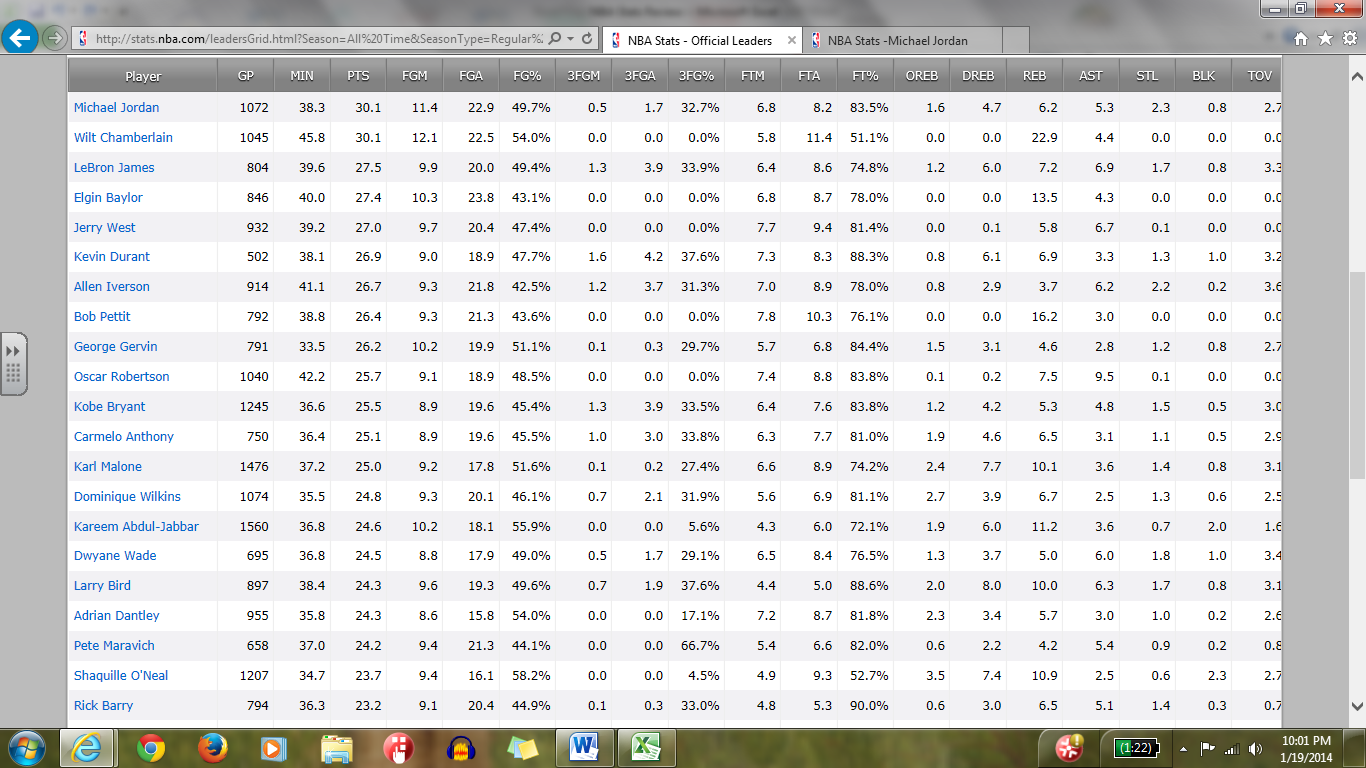
**InfoPro 10/20/30 Excel Review**

1. Open up the Excel file posted on our class wiki labeled “Excel Review 2013 2014”
2. Highlight cells A1 to T1…merge and centre the title “NBA All Time Stats”
3. Wrap text, centre and middle align the title “NBA All Time Stats”.
4. Change the title “NBA All Time Stats ” to Arial font (size 24). Change the colour of the title to red.
5. Merge and centre the text in cell A2 across the range of A2 to T2. Bold and italicize this text. Change the font size to 16.
6. Insert a new row of cells above Michael Jordan’s stat line. (This blank row will now become row 3).
7. In your newly added row, fill in the information listed below in dark grey with the appropriate stats. Example: Cell A3 would be labelled “Player”
8. Bold and underline the information that you enter into row 3.
9. Auto fit column width in column A.
10. Remove the hyperlink from the names in column A and change the font color back to automatic.
11. Bold all of the information in column A.
12. In cell A30, type “Average”
13. In cell A31, type “Maximum”
14. In cell A32, type “Minimum”
15. In cell A34, type “Total”
16. Change the font size in cells A30, A31, A32, A34 to size 18.
17. Delete Column P
18. Delete Column G
19. In cell S3 type “TOTAL REB”, bold and underline.
20. In cell T3 type “FG%”, bold and underline.
21. In cell U3 type “FTMISS”, bold and underline.
22. In cell V3 type “TOTAL PTS”, bold and underline.
23. Autofit cells S3, T3, U3, V3
24. In cell S4, create a formula that adds together cells M4 (OREB) and N4 (DREB) to get the number of total rebounds. Fill down.
25. In cell T4, create a formula that divides cells E4 by F4. Fill down.
26. Set column T to percentage style.
27. Set the decimal place in column T to 2 places (Example: 50.46%)
28. In cell U4, create a formula that subtracts cell J4 from cell K4.
29. In cell V4, create a formula that multiplies cell B4 by cell D4.
30. Set column V to zero decimal places.
31. Highlight the range of cells B4 to V28 and centre the information.
32. Highlight cells A4 to V28 and set the information in ascending order from largest to smallest (for GP – Games Played) using a custom sort.
33. Find the average in column B (GP – Games Played) and put this number in cell B30. Fill this number right to V30.
34. Find the maximum in column B (GP – Games Played) and put this number in cell B31. Fill this number right to V31.
35. Find the minimum in column B (GP – Games Played) and put this number in cell B32. Fill this number right to V32.
36. Find the Total in column B (GP – Games Played) and put this number in cell B34. Fill this number right to V34.
37. Bold, centre, and middle align all of the information in cells ranging from B30 to V34.
38. Go back to the title “NBA All Time Stats” and reset your merge and centre to go from cells A1 to V1. Do the same with the information in row 2 as well.
39. Go to column A and once again Autofit the column width.
40. Go onto Google and find a copy of the NBA logo to insert into your spreadsheet that stretches from cell W4 to Z20.
41. Highlight cells A3 to B28 and create a 2D clustered-column chart and place it on sheet 2 of your document.
42. Please save this file and email it to me.